



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **880822-02**

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Office of Bridge & Structural Design No. 2 Capitol Square Atlanta, Georgia 30334	Application Number	73-398-A
Application Number		Date Received AUG 22 1988	Date Completed JUN 12 1989
2. Person to Contact Bobby D. Mustin		Working Title Asst. State Bridge Engr. (Adm.)	Telephone Number 656-5286
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-398</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <u>5/17/89</u> Latest <u>6/5</u> 19 <u>89</u> <u>17</u> To Date	5. Records Series Title (followed by title used in office; if different) Bridge Project File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the state highway system. This includes: Highway and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and over-dimensional rules and regulations for the movement of vehicles on the state highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications and the location of public utilities as related to the state highway system.</p> <p>The function of the Office of Bridge and Structural Design is to provide plans for the various structures which are necessary to construct, reconstruct or widen the state highway system according to the guidelines and schedules as established by the Director of Preconstruction.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: The design and construction of bridges and structures.</p> <p>Included are: Bridge, culvert and retaining wall design computations Design EDP printouts Bridge Foundation Investigation Reports Corps of Engineers and Coast Guard Sketches Test Pile and Driving Pile Data Preliminary Layouts As Built Data (As Necessary) Originals and revisions of small drawings</p> <p>File is arranged: Alphabetically and numerically by county name and project number in the following sequence 1) Interstate 2) Federal Aid Primary*</p>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>6</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>25 cu. ft.</u> * See attachment.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? *See attachment.
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? *See attachment.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period 3 years.
e. Administrative need Permanent years.
f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

* See attachment, 11.d., and 11.e.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

* See attachment.

1988 AUG 22 AM 10:01

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>G. C. Lewis</i>	8/9/88	<i>Martha B. Buck</i>	8/12/88
880822-02		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	6/12/89
73-398-A		Secretary of State/Designee	6/5/89
		GOVERNOR Attorney General/Designee	6/7/89

ATTACHMENT I

Continuations:

7. Record Series Description

File is arranged: ... 3) Federal Aid Secondary 4) State Aid-PR
5) State Aid - All Others.

- 10.a. These files are the official copies of all documents relative to design calculations necessary to develop bridge construction plans.
- 10.d. See comments 11.e.
- 11.d. Federal Highway Administration FHPM, Volume I, Chapter 6, Section 2 states that project records must be retained 3 years after final federal payment of the project.
- 11.e. Records are to be retained permanently as a source of as-built data needed for the necessary maintenance and/or rebuilding of the structures. The data in these files are also a reference source for the design and construction of new bridges.
- 12. Other (Specify)

Federally Funded Projects: Cut off file upon final FHWA payment to state and final state payment to contractors. Purge file and place completed project file in inactive file. Hold in inactive file for a maximum of 1 year, then microfilm file, verify film, and destroy paper file. Reference copy of microfilm retained for office use, then destroy when no longer needed for reference. One copy of microfilm transferred to State Archives for 50 year retention, then review for further retention.

State Funded Projects: Cut off file upon final state payment to contractors. Purge file and place completed project file in inactive file. Hold in inactive files for a maximum of 1 year, then microfilm file, verify film, and destroy paper file. Reference copy of microfilm retained for office use then destroy when no longer needed. One copy of microfilm transferred to State Archives for 50 year retention, then review for further retention.



STATE
OF
GEORGIA

313-16
5
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 5/31/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 7 1973	Date Completed JUN 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Pre-Construction Section Office of Bridge Design Atlanta, Georgia		4. Person to Contact Lee Potter	6. Tel. No. 656-5284
		5. Working Title Civil Engineer V	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1919 - To Date

9. Exact Series Title

Bridge Project File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the state highway system. This includes: highway and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and over-dimensional rules and regulations for the movement of vehicles on the state highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications and the location of public utilities as related to the state highway system.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the design and construction of bridges.

Included are: Bridge, culvert and retaining wall design computations
Design EDP printouts
Bid tabulations
Bridge Foundation Investigation Reports
War Department and Coast Guard Sketches
Test Pile and Driving Pile Data
Preliminary Layouts
As Built Data
Originals and revisions of small drawings

The series is filed in two groups, state funded projects and federally funded projects. State funded projects are arranged by county and thereunder by project number. Federally funded project are arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	99	133			3	4.5	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				126	24		
Storage Area	17	25.5	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				20	10	5	--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [X] []
21. Does the record series contain documentation produced as EDP printout? [X] []
22. Has the Federal Government issued instructions governing retention/disposition of these files? [X] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~years~~

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- [] CALENDAR YEAR - [] FISCAL YEAR - [X] Other Final FHWA payment to State and/or final State payment to contractors then:

Federally Funded Projects: cut off file upon final FHWA payment to State and final State payment to contractors. Place completed project file in inactive file; hold in current files area 5 years; then transfer to State Archives for permanent retention.

State Funded Projects: cut off file upon final State payment to contractors. Place completed project file in inactive file; hold in current files area 5 years; then transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer *M. Bradford* Date *5/31/73*

26. Recommendations

in Paragraph

25 are:

State

Records

Committee

[] Approved [] Disapproved

[X] Approved [] Disapproved

[X] Approved [] Disapproved

[X] Approved [] Disapproved

Head of Agency/Designee

Department of Audits/Designee

Secretary of State/Designee

Department of Law/Designee

Date *5/31/73*

Date *6-8-73*

Date *6-7-73*

Date *6-7-73*

Bridge Project File

Explanation of Yes Answers to Questions 14-23

18. The file could not be reconstructed in its entirety. The as-built data could be reconstructed from the bridge inventory file and the records maintained in the General Files.
20. The series provides input into the bridge inventory file.
21. Some of the design data are EDP printouts.
22. Federal Highway Administration PPM 30-9 states that project records must be retained 3 years after final Federal payment of the project.
23. The records must be retained to facilitate the maintenance of the bridge. For example, when the Sidney-Lanier Bridge was destroyed, the project file provided data necessary for the rebuilding of the bridge. Project files also serve as a reference source for the design and construction of new bridges.

Rationale:

Bridge project files are a source of as-built data needed for the necessary maintenance and/or rebuilding of the bridges. The series also is a reference source for the design and construction of new bridges.